

- 1) Select the element as described above.
- 2) Keep pressing the mouse button. The cursor changes to the move icon (appearance depends on computer setup).
- 3) Drag the cursor to move the element.
- 4) Release the mouse button when the element is in the desired location.

Alternatively, use the Position and Size dialog for some elements, as described on page 155.

Individual points or data series cannot be moved, with the exception of pie charts. Individual wedges of a pie can be moved or the entire pie can be exploded. See “Pie charts” on page 164 for information.

To move axis labels, see “Positioning axis, labels, and interval marks” on page 129. To move data labels, see “Adding and formatting data labels for a data series” on page 134.

Tip

For some chart elements (such as title, subtitle, axis name, and legend), press the arrow keys to move the object in small steps.

Note

When a 3D chart element is selected, round selection handles may appear. These handles control the 3D angle of the element. You cannot resize or reposition the element while they are showing. Click again to obtain the square selection handles that allow you to resize and reposition the 3D chart graphic.

Changing chart type

To change the type of chart (bar, column, pie, line, and so on):

- 1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.
- 2) Open the Chart Type dialog using one of these methods:
 - Go to **Format > Chart Type** on the Menu bar.
 - Click the **Chart Type** icon on the Formatting toolbar.
 - Right-click on the chart and select **Chart Type** in the context menu.

The dialog is the same as the first page of the Chart Wizard dialog shown in Figure 75 on page 102.

- 3) Select the chart type and variant desired.
- 4) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.

For further information about the types of charts, please refer to the “Gallery of chart types” on page 162.

Titles, subtitles, and axis names

Creating or changing text

To create or change the text of a chart title, subtitle, or axis name:

- 1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.
- 2) Use one of these methods to open the Titles dialog (Figure 83):